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Memorandum

Director of Personnel

DATE: 20 July 1962

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TO : Chief, Classification and Wage Division, Office of Personnel
THRU : Deputy Comptroller
FROM : Chief, Automatic Data Processing Division, Office of Comptroller

SUBJECT: Request for change in staffing complement

1. Staffing complement changes are urgently needed in this division. In the last year, the Electric Accounting Machine (EAM) Branch function has been greatly altered and reduced, with a corresponding increase in Electronic Data Processing (EDP) Branch and Systems Development and Programming Branch functions. On September 1, 1962, a new computer is to be added to the Division's machine complement. This addition has already had considerable impact on the Systems Development and Programming Staff, requiring the development of seventy two (72) new programs and changes in existing programs, and will greatly affect the functions of the EDP and the EAM Branches.

2. The proposed change in staffing complement is designed to regularize the current changes in functions, duties, and assignments of personnel which became necessary to cope with changing functions, methods and types of equipment utilized. These changes require more systems analysts and programmers and fewer EAM operators and clerical personnel. The installation of the IBM 1401 computer and the need for running two (2) full shifts and part of a third shift in the EDP Branch will necessitate more digital computer systems operators.

3. The proposed staffing complement reduces the personnel ceiling authorization by four (4). It adds three (3) digital computer systems analysts, six (6) digital computer programmers, three (3) digital computer systems operators, and three (3) card punch operators. It deletes twelve (12) EAM operators, five (5) clerk typists Flexowriter, one (1) clerk stenographer, and one (1) clerk typist. For fiscal year 1963, the present staffing complement, with all positions filled, would have a base cost of salaries of \$390,000. The proposed staffing complement with sixty positions would cost \$381,000, a saving of \$9,000.

See Tab A for organization charts, Tab B for summary of proposed changes, Tab C for classification and grade comparison, and Tab D for position descriptions of new positions.

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Chief, Automatic Data Processing Division

Concurrence
Comptroller

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DIGITAL COMPUTER SYSTEMS ANALYST

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1. Nature and Purpose of Work

A. Introduction:

This position is located in the Systems Development Staff, Automatic Data Processing Division (ADPD), Office of the Comptroller.

This Staff is composed of three specialists who, under the Digital Computer Systems Analyst Chief, collectively and individually serve as technical and professional assistants. This Staff participates in long range Division plans for modernization, conduct and management of ADPD; coordinates new developments and develops new techniques for the integration and utilization of all data processing resources supporting major organizational areas.

B. Duties

(1) Under direction of Digital Computer Systems Analyst Chief responsible to Chief, ADPD, Office of the Comptroller, serves as responsible analyst for a major segment(s) of Agency function(s) through use of the RCA 501/IBM 1401 computers, EAM, and IDP equipment.

Is assigned the study of a major segment of difficult and involved ADP problems in areas of Logistics, Accounting, Payroll, Personnel, and Special Projects. Examines and makes recommendations for acceptable procedures, forms, and for integrating his particular problem with other problem areas. Incumbent is personally responsible for the technical adequacy and accuracy of his research and conclusions. Studies undertaken may be assigned by the Chief, ADPD; by Digital Computer Systems Analyst Chief, or initiated by the incumbent.

With full knowledge of equipment capabilities, examines existing procedures, devises flow charts, forms, and validates their effectiveness with those who must use them. Devises ADP programming standards and techniques for use by the Programming Staff, ADPD. Initiates programming techniques for IDP (Integrated Data Processing) in areas using IDP. Responsible for recommending the use of IDP in the installation of new procedures where such installation has a direct effect on computer usage. Confers with his supervisor, sharing with him the responsibility for planning, executing, recommending, and justifying changes to existing procedures or development of new procedures.

Applies a knowledge of the techniques and procedures of digital computer analysis; maintains a thorough understanding of the intra workings and relations of CIA organizational entities; a good grasp

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of Federal Government structure and its common procedure; a knowledge acquired through experience (or on-the-job training) of the types, variety, and uses of punch card, magnetic tape, and paper tape automatic processing equipment.

Assumes responsibility for Group leadership from time to time in the absence of the Chief. Under emergency conditions can accept responsibility for computer operations including console operation, on-line/off-line running in the completion of established computer programs.

Responsible for advising the Chief Programmer in the assignment of maintenance program work in areas requiring modification to meet program obligations; for determining the need for re-programming if such condition becomes necessary, and for directing same.

Assists other Division personnel in developing or revising concepts, systems or specifications to permit more expedient or complete solution of data processing problems. In a staff capacity assists Division personnel in problems relating to effective management and operation of their activities.

(2) Supervision Exercised: Responsible for intermittent supervision of a varying number of personnel assigned to general work areas, i.e. Logistics, Payroll, etc.

2. Scope and Effect of Work

The Systems Development Staff, ADPD, is responsible for assisting the Chief, ADPD with recommendations for action concerning utilization of resources of the Division, particularly in the area of electronic computers. The scope of the Systems Development Staff is broad, being concerned primarily with data processing applications required by the DDS area.

Mistakes or errors in judgement could seriously affect operations in Agency areas serviced where a great dependency has been placed on mechanical reporting.

3. Supervision and Guidance Received

Operates as an associate of his supervisor. Receives only policy guidance and participates in decisions on courses of action to take. Work performance is reviewed only in terms of completeness and adequacy. Incumbent is personally responsible for the technical adequacy and accuracy of studies and reports.

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4. Mental Demands

Incumbent must have experience in one or more of the Agency areas serviced by ADPD. He must have demonstrated ability to conduct difficult studies in the area(s) involved; must have the ability to work in unfamiliar as well as familiar fields. Experience in computer programming techniques is essential. Incumbent must have the ability to work a long stretch in time if the need for new data precludes the non-observance of regularly scheduled work hours. He must use accurate deductive reasoning; must have initiative; and must be possessed of originality and imagination.

5. Personal Contacts

Personal contacts are made with any level of Agency personnel in the process of solution of any problem area being worked. Incumbent also works closely with responsible Agency officials of areas serviced by ADPD - generally higher than GS-12 level. Results of such contacts are more authoritative and binding. Goes outside of the Agency to discuss some ramification of a procedure that has an effect on, or may prove beneficial to CIA data processing methods.

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27 JUL 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT : Request for Change in Staffing Complement -
Automatic Data Processing Division, Office
of the Comptroller

1. The attached request by Chief, Automatic Data Processing Division for change in staffing complement is forwarded for review by the Salary and Wage Division, Office of Personnel.

2. You will observe, in paragraph 3 of the memorandum from ADPD, the proposed staffing complement results in a reduction in personnel ceiling for the Automatic Data Processing Division of four positions. For your information, when this saving is implemented the positions will be utilized to offset additional required positions in other components of the Comptroller's Office, which have been requested in the 1963 Operating Budget.

3. We will be available to discuss the attached proposal with your office at your earliest convenience.

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Deputy Comptroller

Attachment

CH 805
PRC
1 August 62

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GROUP 1
Excluded from automatic
downgrading and
declassification